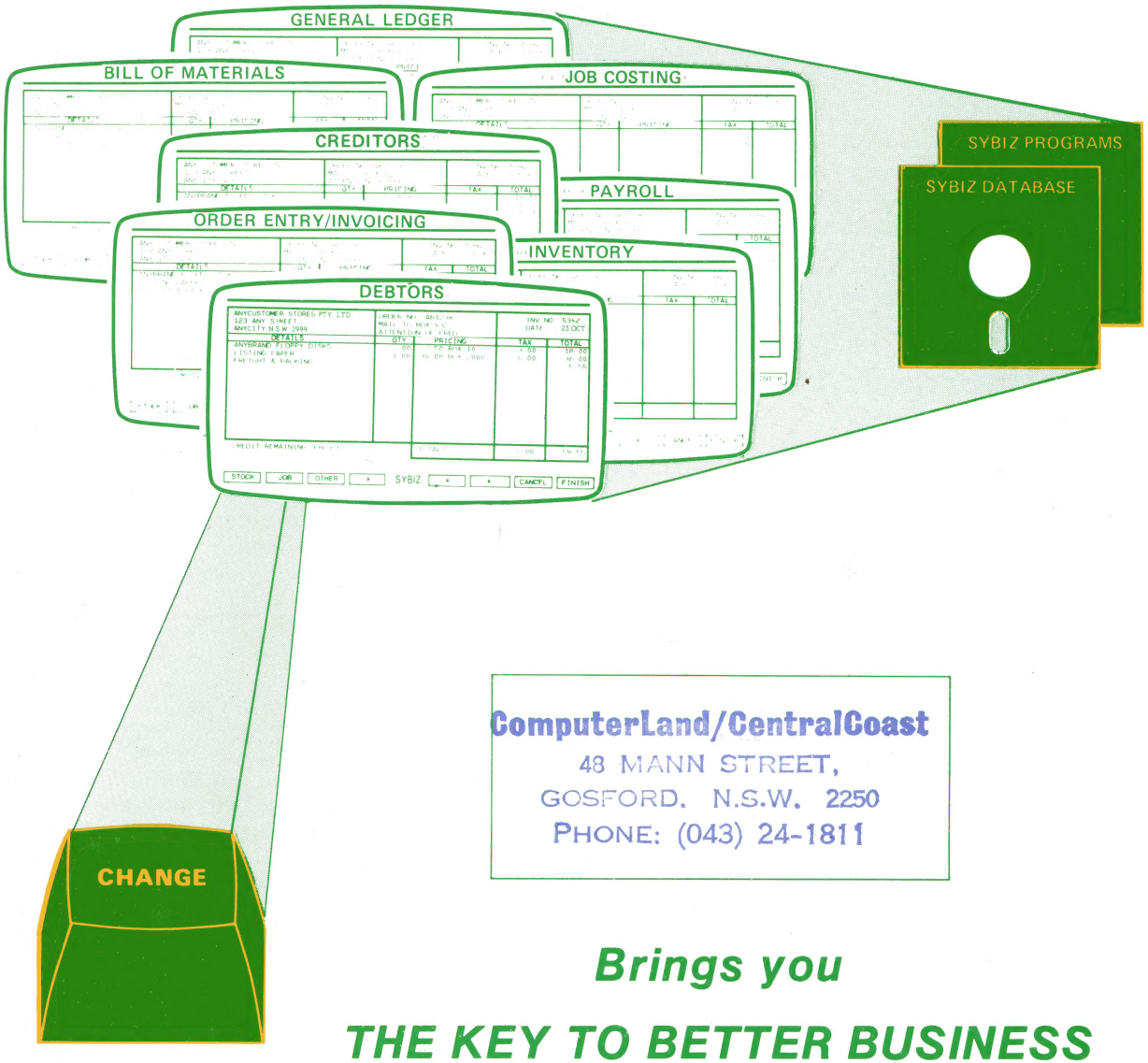
SYBIZ IS THE ONE



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Brings you

THE KEY TO BETTER BUSINESS

MICROCOMPUTER BUSINESS SOFTWARE

SYBIZ

GENERAL LEDGER

The hub of SYBIZ is its general ledger module which receives postings from the other modules automatically. Any chart of account numbers, up to 10 characters in length, and including sub-accounts, may be accommodated and budget facilities are provided. Standard cash and journal transactions are catered for with full balance checking and audit trails.

Using the report generator, departmental and/or consolidated financial statements, for one or more companies, may be produced. Other reports include:

Trial Balance Account Histories Financial Statements Transaction Log

ACCOUNTS PAYABLE — Creditors

The open item or balance brought forward accounting methods may be used for each supplier depending on the level of control needed. Account numbers may be any mixture of letters or digits to a maximum length of 10.

Purchases may be allocated to inventory, to jobs or to general ledger expense accounts. Credit notes, payments and journal are handled by SYBIZ with cheque printing and discounts. The output includes:

Aged balance list Supplier histories Remittance Mailing labels Future cash requirements
Purchase analysis by supplier With holding tax report Supplier details listing

SUPPLIER ORDERS

Purchase orders may be entered and printed. They may then be recovered to the screen for amendment or cancellation at any later stage. Arriving goods are reconciled against the original order during entry into inventory. Finally suppliers' invoices can be reconciled against the goods received. Reports include outstanding orders by supplier and by product plus a list of non-invoiced items by supplier.

ACCOUNTS RECEIVABLE — Debtors

Each customer may be identified by any account number or by abbreviations of their names. The open item or balance brought forward accounting methods may be selected, customer by customer, depending on the degree of control required.

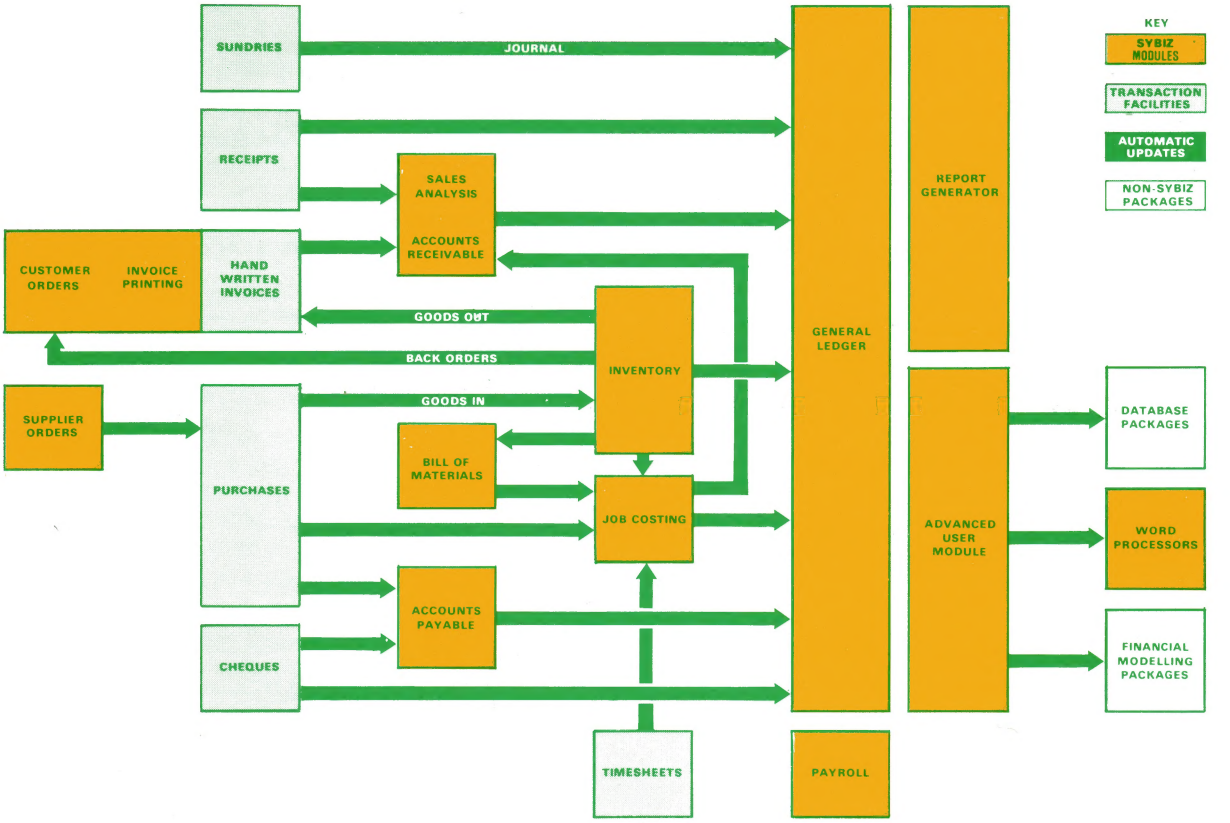
Invoices may be entered with simultaneous dissection to inventory, jobs or general ledger income accounts with provision for prompt payment discounts. Credit notes, receipts and journal may be posted and the following reports produced:

Aged balance list Sales analysis by customer Customer histories Sales tax report
Customers details listing Credit exception reports Sales analysis by salesman Monthly statements
Mailing labels

INVENTORY

Product numbers may consist of any 10 characters. For each item, there is comprehensiven data relating to prices, costs, sales, gross profit, turnover and reordering. Products may be brought in through the creditors module, manufactured via the bill of materials, sold through invoicing or transfered out to jobs. Stocktake entry and automatic price change facilities are also provided and reports include:

Inventory valuation Shortage report Sales & profit by product Reorder exception reports Price lists
Stocktake variations



MANY MICROCOMPUTER BUSINESS PACKAGES CLAIM TO BE INTEGRATED AND FRIENDLY . . . .

WITH ITS SINGLE DATABASE AND FUNCTION KEY OPERATION

SYBIZ IS THE ONE THAT REALLY IS . . . .

INTRODUCTION

The major benefit of SYBIZ is its "all in one database" design which avoids the need for disk swapping and module loading. Imagine you are doing a batch of invoices and the phone rings. A customer wants to know how much he owes and the price of a product. With SYBIZ you just press a function key to enter enquiry mode and then another to flip from module to module, viewing the details you want. Finally, a third function key will take you back to where you were.

Despite the total integration, SYBIZ can be purchased economically on a module by module basis. Adding a module later is just a matter of obtaining a combination code which unlocks the additional module and prepares it for use.

*Note that the availability of modules varies on some computers.

ORDER ENTRY/INVOICING

The module caters for the entry, amendment and cancellation of orders and back orders with simultaneous printing of pick list/delivery notes. It also generates invoices, credit notes and quotes for inventory items, jobs and sundries such as freight. Reports include outstanding orders and back orders by customer and by product.

JOB COSTING

For each job, SYBIZ stores contractual information, work in progress balances, cumulative costs and hours. Job costs are accumulated from the posting of time sheets, the transfer of goods from inventory and the entry of brought items through supplier invoices. Progress and final claims are processed through customer invoicing. Reports available at the touch of a function key are:

Job summary report Job histories Job cost analysis Cost centre analysis Work in progress

PAYROLL

The tax scales and payroll items appropriate to the user's needs may be set up and modified by the user without the need of reprogramming.

SYBIZ processes on an exception basis. Only variations from the previous period are entered. Weekly, fortnightly and monthly pays may be dissected to jobs or to general ledger accounts. Output includes:

Payslips or envelopes Staff records Tax certificates Balance lists Length of service report Coinage analysis Cheque/bank transfer list Deduction/tax lists Employee pay histories Employee list

BILL OF MATERIALS

Parts explosions up to eight levels deep are handled. It links together the raw materials, sub-assemblies and finished products stored in the SYBIZ inventory module. Editing facilities include the blanket replacement of superceded parts while latest costs are automatically picked up through supplier purchases. Kits may be automatically issued to job numbers or to finished stock. The following reports are available:

Production parts lists Materials shortage report Where used report Product costing Picking lists

REPORT GENERATOR

Allows users to design, create and modify their own reports without the need for any programming knowledge. It may be used on the debtors, creditors, inventory, job costing and general ledger modules of SYBIZ. It contains facilities for paging, headings, sub-headings, underlining and totals up to 10 deep.

ADVANCED USER MODULE

This module provides integration with word processing, data base and spread sheet packages produced by other suppliers. It allows data to be dumped out of SYBIZ for processing on these other packages. The options available in sorting, searching, reporting and financial modelling are therefore greatly extended. It also allows "form" letters to be printed for selected or all customers and suppliers in the SYBIZ data base.

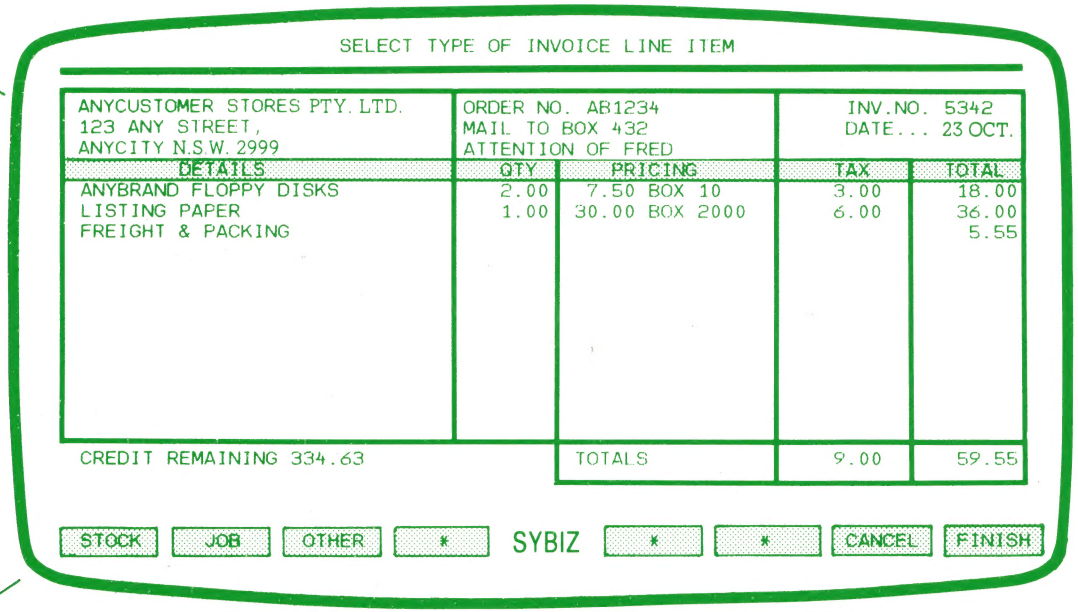
WORD PROCESSING

The SYBIZ word processor is designed to be compatible with the accounting modules in screen layout and operation. It therefore avoids the need for operators to learn completely different procedures. All major facilities are provided including block copy/move delete, file operations, search and replace, full screen movement, merging, output formatting etc. Full function key control provides very simple operation. The SYBIZ word processor will integrate with the advanced user module.

EASY DATA ENTRY
Throughout SYBIZ, all commands and requests for data are displayed in clear English at the operator's eye level. No time is wasted searching the screen for the cursor.

INSTANT LOOK UP
Key in the customer code, part number etc. and full details of that item appear in less than a second for visual checking. That means the right goods are invoiced for the right people and typing errors or spelling mistakes are a thing of the past.

ACCURACY
No more mental arithmetic to go wrong. SYBIZ does all extensions and totals automatically.



FRIENDLY PUSH—BUTTON OPERATION
Sofkeys are a special SYBIZ feature. On your keyboard you have function keys. At the bottom of the screen, the labels for these keys are displayed. As you proceed through SYBIZ, the labels change and you just press the function key appropriate to your choice at each stage.

ON SCREEN FORMS
Using the line drawing capabilities of your chosen computer, SYBIZ puts transaction forms on the screen and fills them in. You therefore obtain a clear picture of each operation before it is completed.

SYBIZ
MICROCOMPUTER BUSINESS SOFTWARE

CHECK THESE 8 MAJOR BENEFITS OF SYBIZ

FRIENDLY

You will find SYBIZ so pleasant and easy to use. It cannot be simpler than PUSH BUTTON operation. Check the key labels displayed at the bottom of the screen and press your chosen function key.

FOOLPROOF

As a new user you will want to be protected against pressing the wrong key at the wrong time SYBIZ looks after you every step of the way and insists that every entry balances properly.

FAST

SYBIZ software is designed so that it will not slow down, regardless of the volume of data stored. This means that when you fill up the disk with all your accounts and transactions, you will still be able to gain access to all acounts in less than one second .... and you'll not be held up by tedious disk swapping.

FLEXIBLE

SYBIZ will go as far as you want, when you want. You can purchase and implement any standard modules, or add the optional Report Generator to customize reports to your design. You can also add the optional Advanced User Module to further manipulate data, using the popular data base,wordprocessing and spread sheet packages.

FAIL SAFE

Power cuts, etc. will not result in lost corrupted data with SYBIZ software. We protected you with an automatic index rebuild feature and thus eliminated the risk of users having to spend countless hours searching for errors.

FUNCTION ORGANISED

No need to presort transactions into ledger (module) types with SYBIZ software. We disposed of old fashioned batch posting by enabling you to flip from ledger to ledger under push button control so that each succeeding transaction may be entered directly to the appropriate ledger.

FULLY INTEGRATED

You will never have to swap disks with SYBIZ software. It's all-in-one data base design enables your data to be stored on one disk. Because the space for accounts and transactions is allocated dynamically you do not lose capacity by having to reserve space for a given number of accounts or transactions per ledger. You will never need to do a general ledger update posting run; it's automatic; so .... you won't ever receive a report which is not up to date with the last transaction entered.

FINEST PRESENTATION

SYBIZ software is set up to exploit all the features of your chosen computer, making extensive use of graphics to create forms on the screen, function keys for push button control etc. We wanted to make the use of SYBIZ to be an enjoyable, rewarding experience.

Check the front cover for the SYBIZ dealer near you who will be happy to demonstrate the benefits. Why not contact him today?

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